



United States Department of Agriculture
Marketing and Regulatory Programs
Agricultural Marketing Service
Livestock and Seed Program

MGC Instruction 427
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Meat Grading & Certification Branch

Timely Submission of Documents

PURPOSE

This Instruction provides guidelines for the submission of official Meat Grading and Certification (MGC) Branch documents. Timely submission of documents is critical to our operations.

Document	Title	Submission Procedures
AD-616	Travel Vouchers	<ul style="list-style-type: none">• Mail to GradingInfo, with an original signature in BLUE INK, within 5 days of the end of TDY travel if the employee will not be making additional claims for the month.• Employees may submit travel vouchers for reimbursement per trip, bi-monthly, or on a monthly basis.
LS 5-3	Agricultural Products Certificate	<ul style="list-style-type: none">• Mail to the MGC Branch Office at the end of the workweek.
LS 5-4	Grading Work Sheet	<ul style="list-style-type: none">• E-mail to GradingInfo at the end of the workweek or NOT-LATER-THAN the close of business on the Monday following the end of the workweek.
LS 5-5	Applicant Charges	<ul style="list-style-type: none">• Mail to the MGC Branch Office at the end of the workweek.
LS-111	Pork Belly Worksheet	<ul style="list-style-type: none">• Email to CME (Clearinghousedeliv@cmegroup.com) and GradingInfo at completion of lot examination

MGC-CME-112	CME Carcass Grading Worksheet	<ul style="list-style-type: none"> • Email to CME (Clearinghousedeliv@cmegroup.com) and GradingInfo at completion of lot examination
MGC-5-6	Live Animal/Carcass Certification Worksheet	<ul style="list-style-type: none"> • E-mail to the GradingInfo at the end of the workweek or NOT-LATER-THAN the close of business on the Monday following the end of the workweek.
MGC-44	USDA Donated Meat Product Production Information	<ul style="list-style-type: none"> • Locations with computers e-mail to GradingInfo NOT-LATER-THAN the close of business on the Monday following the end of the workweek. • Locations without computers mail to the MGC Branch Office at the end of the workweek.
MGC-58	Employee Work Report and Time and Attendance Report	<ul style="list-style-type: none"> • E-mail to GradingInfo on the last “working day” of the Pay Period. This form MUST be received at the MGC Branch Office NOT-LATER-THAN 12:00 Noon on Monday following the end of the Pay Period for auditing and processing to NFC. • Mail a printed “hard-copy” (signed in BLUE INK) to the MGC Branch Office at the end of the Pay Period.
Production and Fax Record	Production and Fax Record	<ul style="list-style-type: none"> • E-mail to GradingInfo at the end of the workweek or NOT-LATER-THAN the close of business on the Monday following the end of the workweek.

Naming conventions for electronic files should conform to the Naming and Distribution Guidelines for the MGC Branch. Naming conventions are also available for each form from MGC Branch Templates. Employees should reference the content of this page to ensure proper naming conventions are being utilized.

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